

## **How to Setup you PC and Scan Alpha Cards**

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## **Prepare Your Computer to Scan**

I am going to reference things below make sure you are familiar or have installed them as I am not going to take time to walk you through how to do so.

\*\*\* If you have not done this you must first do this before you can view or scan alpha cards or other documents

\*\*\* For the time being you can only scan and view in the evil blue "E" also known as internet explorer

\*\*\* Before you install anything know that you need administrator rights in order to install many of the prerequisites.

\*\*\* I would suggest using the most updated version of Adobe reader (that is what I will reference in these instructions).

\*\*\* Make sure you have a .pdf printer installed on your computer. I prefer pdfcreator. It is a free download. (I use version 1.7.3)I have however tested the newer version and it appears to work fine as well.

\*\*\* Make sure that you have setup and installed your .pdf printer, scanner, and label printer, before you start, and follow the manufacturers installation instruction.

\*\*\* Make sure that your scanner has a folder setup to save your alpha cards to.

# How to Setup you PC and Scan Alpha Cards

## Downloading the Prerequisite Software

Go to the VERIS Homepage

Click GR Downloads & Information

Click "VERISDocumentScanningPrerequisites.zip" and save

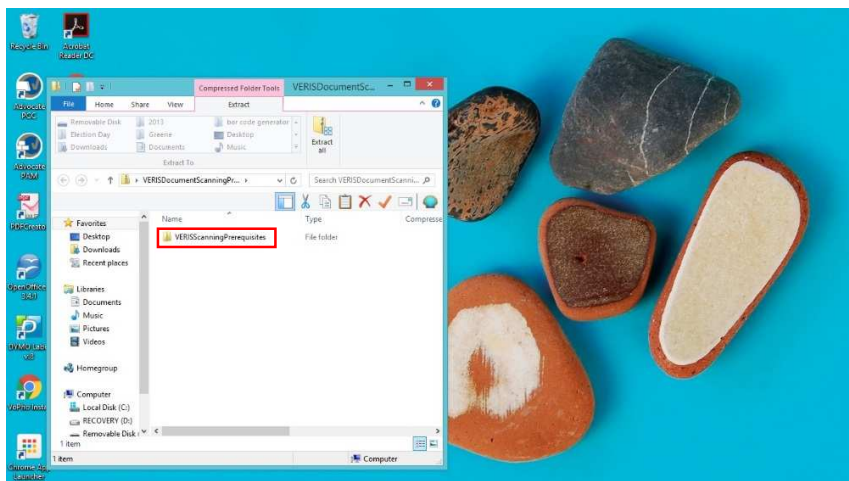
Click "TwainDriver"

Personally I like to save it to my desktop because this will be deleted after you install.

## Installing the Prerequisites

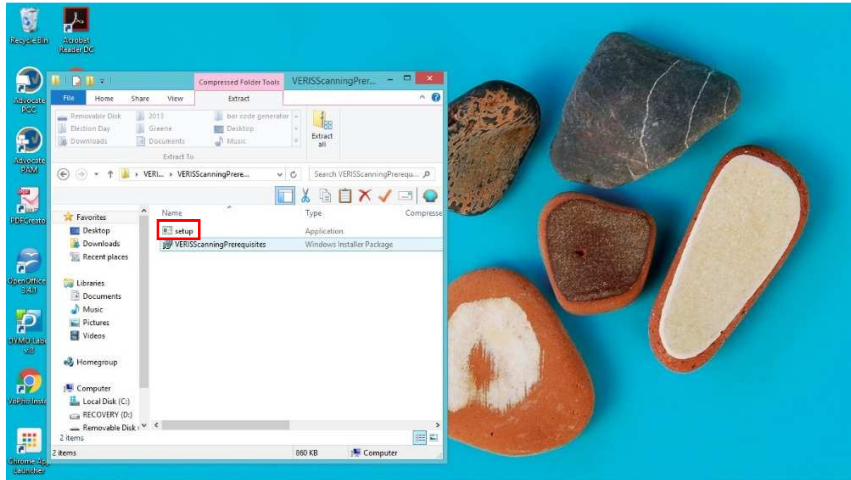


If you did what I suggested and saved the files to the desktop navigate to the "VERISDocuments File and double click.

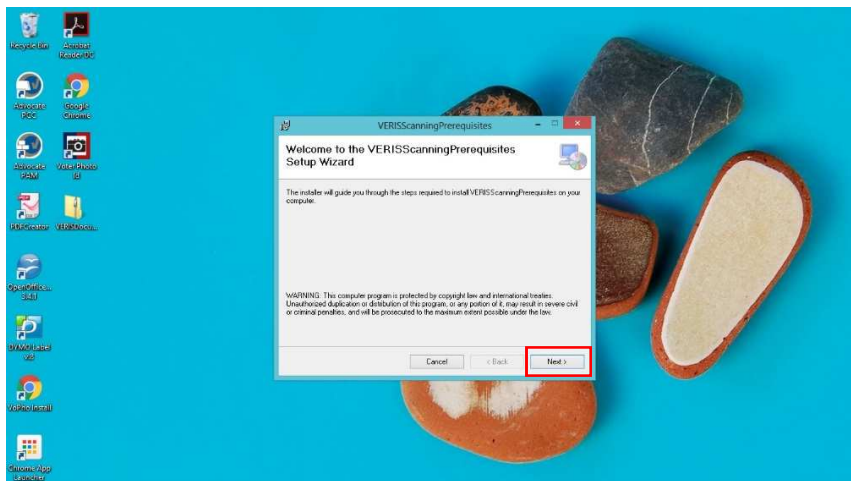


Double click the highlighted file

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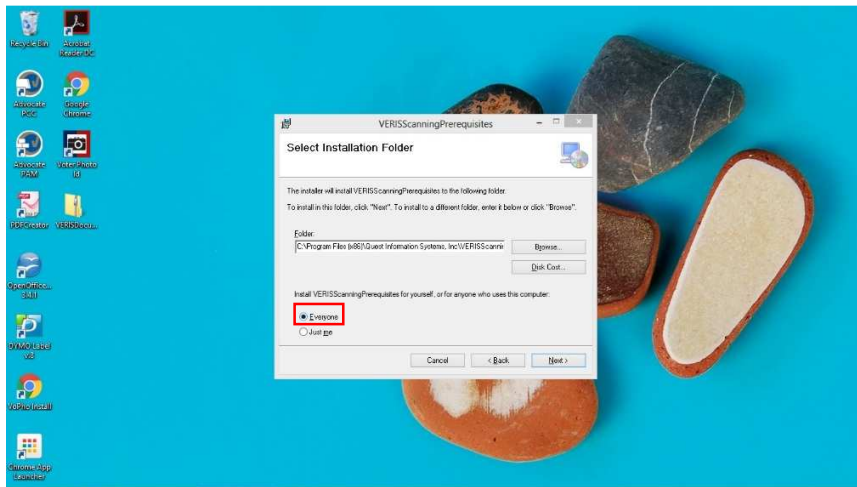


Double Click the “setup” file

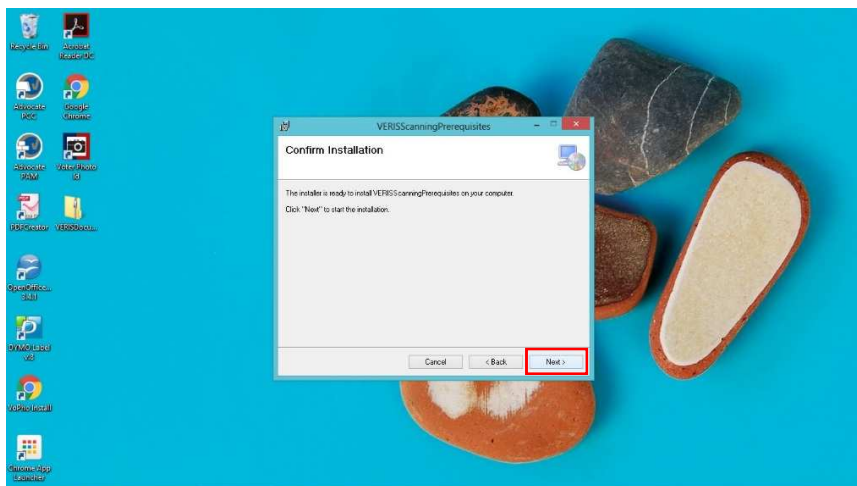


Click the “Next” Button

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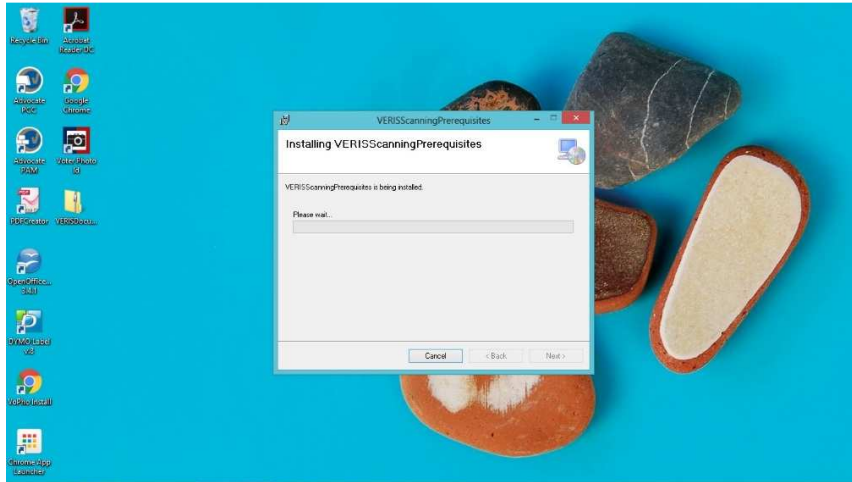


Make sure that you select everyone, and click next

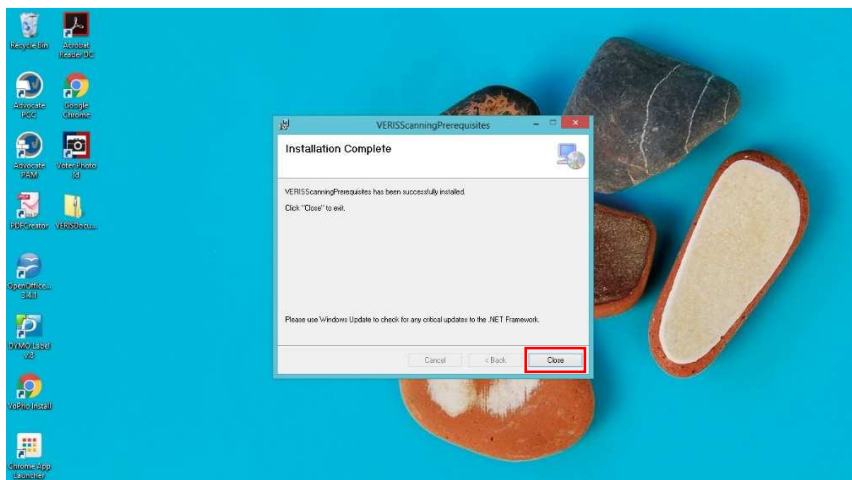


Click the "Next" Button

## How to Setup you PC and Scan Alpha Cards



Just as this screen appears your computer will ask you if you want to “allow the following program to make changes to your computer” Click yes.



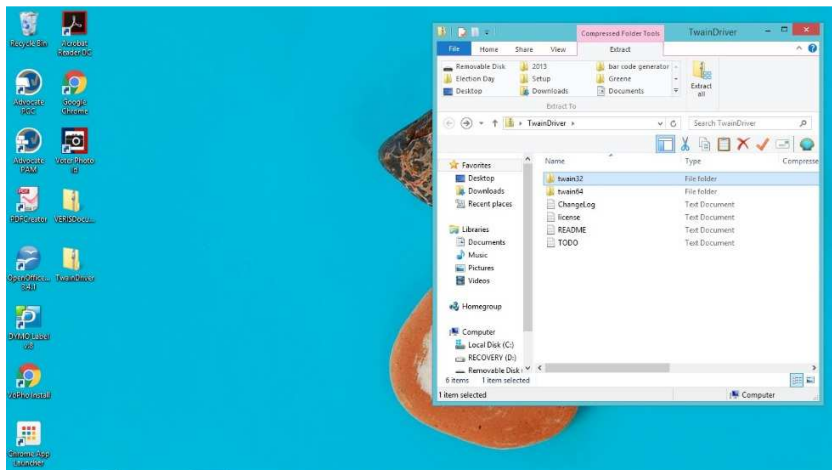
Click the close button

# How to Setup you PC and Scan Alpha Cards

## Installing the Twain Driver



Double click the Twain Driver



Double click the twain32 folder

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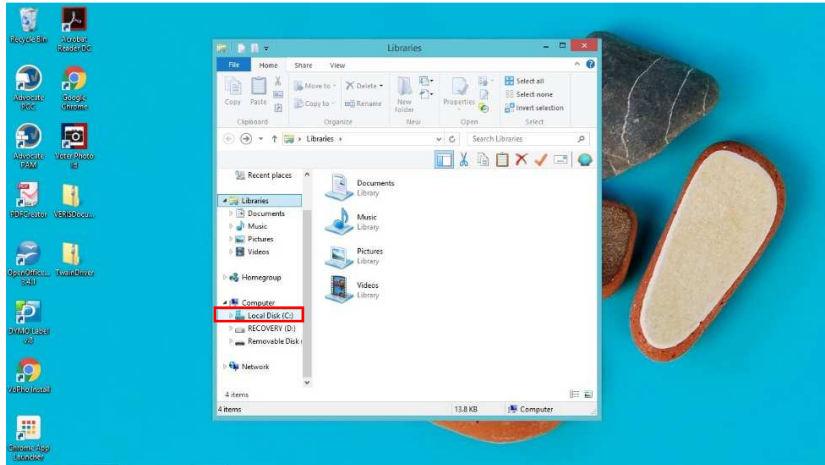
You will then see this folder



Right click on this folder, and click file explorer. This will open a new window.



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When you see a window similar to this double click the “Local Disk C:”

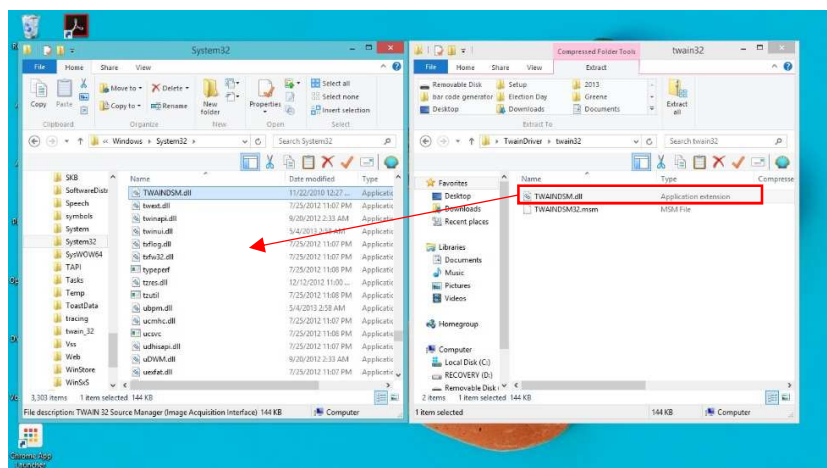


Double click the “Windows” folder

## How to Setup you PC and Scan Alpha Cards

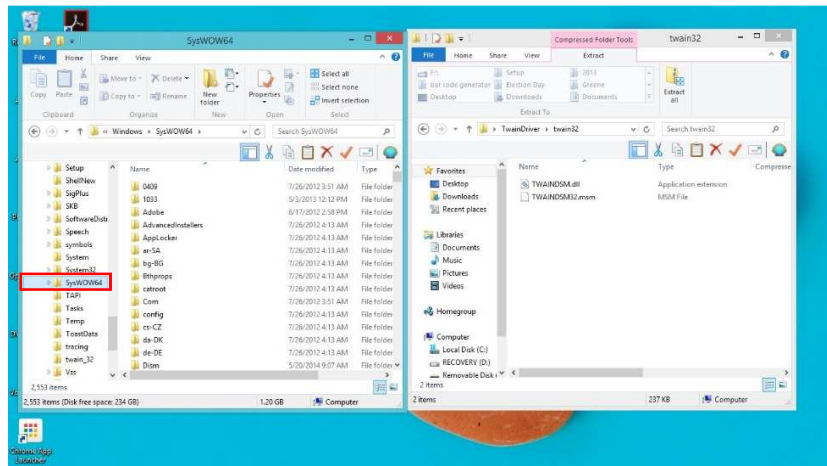


Double click the “System 32” Folder

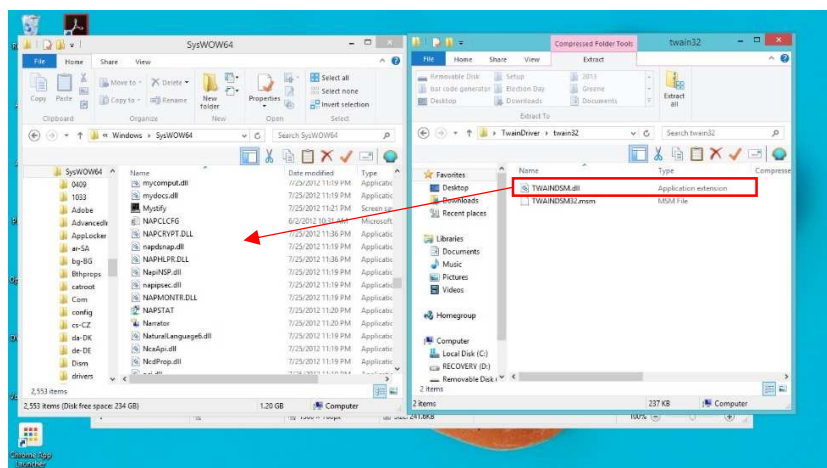


Open both file folders now and arrange the like above. Scroll down until you see .dll files. Drag the “TWAINDSM.dll” file from the right to the left, and then release once your mouse is near the tip of the arrow. **\*\*Do not close any windows at this point!!!**

## How to Setup you PC and Scan Alpha Cards



Click the folder right below the “System 32” folder



Scroll down until you see .dll files. Drag the “TWAINDSM.dll” file from the right to the left, and then release once your mouse is near the tip of the arrow. Now you can close both windows.

# How to Setup you PC and Scan Alpha Cards

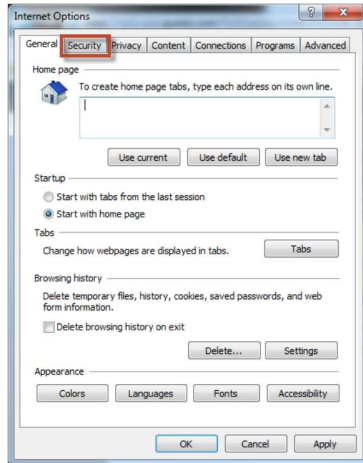
## Setting up Windows Explorer

Open the evil Blue E (Internet Explorer)

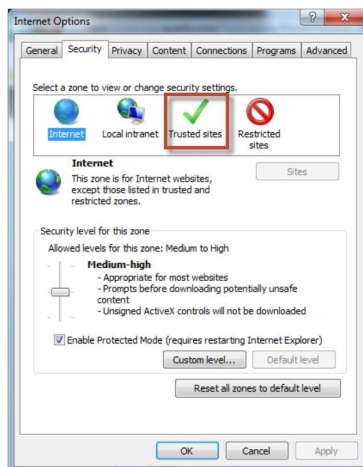
Log into the VERIS.

Press Alt + T, and click Internet Options

The Internet Options window will open



Click the Security Tab



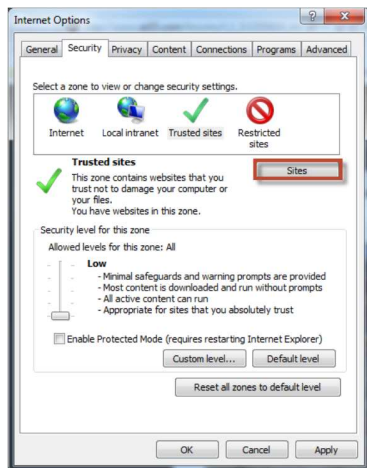
Click Trusted Sites

# How to Setup you PC and Scan Alpha Cards



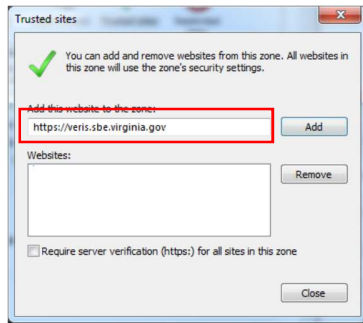
Deselect the “Enable Protected Mode”  
Click “Apply” and the “OK”  
Exit Explorer and re-open

Open the evil Blue E (Internet Explorer)  
Log into the VERIS.  
Press Alt + T, and click Internet Options  
The Internet Options window will open  
Click Security, and Click Trusted Site (just like the above steps)



Click “Sites”

# How to Setup you PC and Scan Alpha Cards



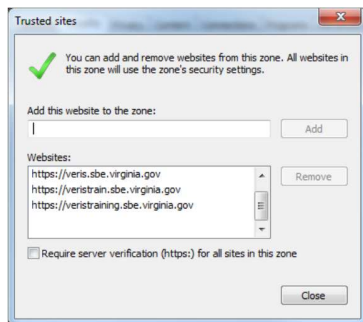
You need to make sure that you add these 3 websites

<https://veris.sbe.virginia.gov>

<https://veristraining.sbe.virginia.gov>

<https://veristrain.sbe.virginia.gov>

In order to add these website type the address as it is written in the highlight red box above and click add.

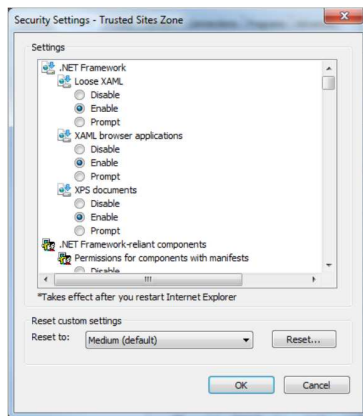


If you have entered and added the addresses correctly then you screen will look like this. Once it does click close.

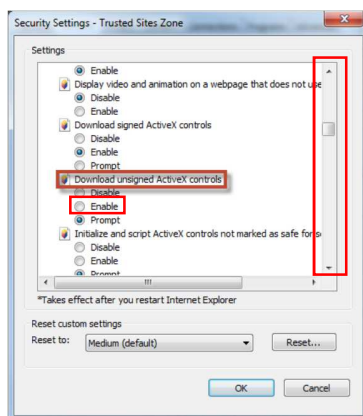
# How to Setup you PC and Scan Alpha Cards



You are returned to this window, and you will need to click custom level.

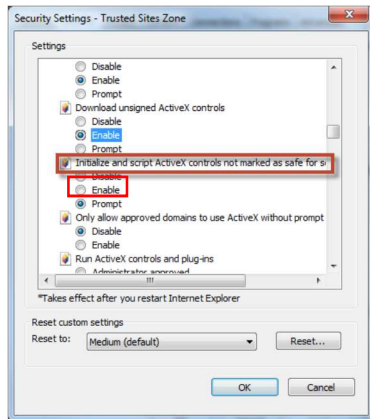


Once you click custom level this window will open.

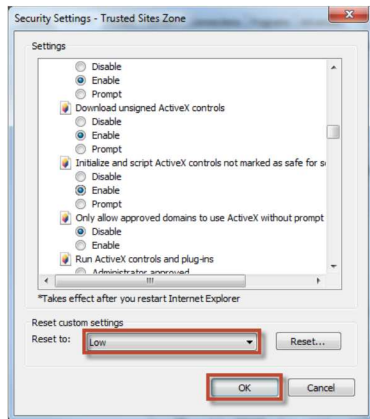


Scroll down to "Download unsigned ActiveX controls", and click the enable radio button.

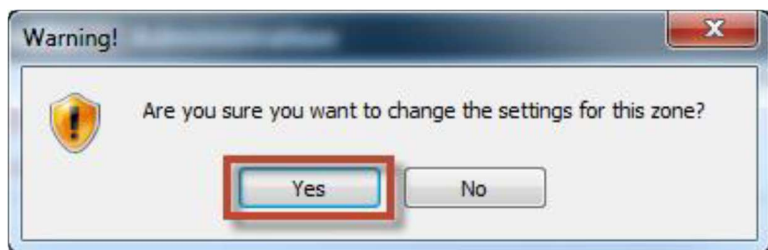
## How to Setup you PC and Scan Alpha Cards



Right below where you just clicked enable is “Initialize and script ActiveX controls not marked as safe for scripting”. You need to click “Enable” here as well.



Now you need to click the down arrow next to “Reset to:” and select “low”, Then click “OK”



This window will pop up, make sure to click “Yes”



## How to Setup you PC and Scan Alpha Cards

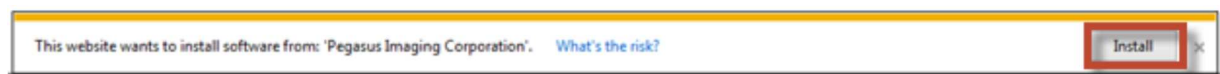


When you are returned to this screen click “Ok”

You will be returned to the VERIS home screen.  
Click “Voter”, then click “scan batch documents”



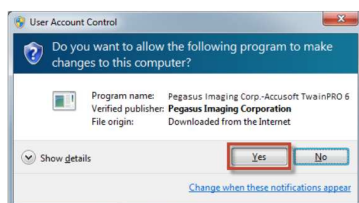
This will appear at the bottom of the screen. Click “Allow”



After a couple seconds this will appear at the bottom of the screen, click “install”

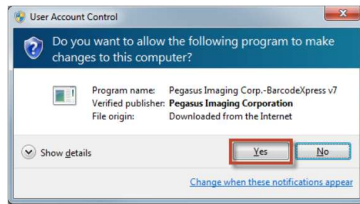


A couple more seconds and this screen should appear. When it does click “Yes”



After a few more seconds this window should pop up, when it does click “Yes”

## How to Setup you PC and Scan Alpha Cards



After a few more seconds this window will appear, click "Yes"  
You have completed the setup for windows explorer

# How to Setup you PC and Scan Alpha Cards

## Scanning Alpha Cards Notes:

There have been several questions as to which scanner is the best, or what has been recommended by the Department of Elections. Personally, I want to tell you it does not matter what scanner you have, or even if it will do a .tif file. These points are moot. As long as you have a scanner that does duplex scanning, and can save as a .pdf you can scan in any file you would like. Personally, I like the Epson desktop models (DS or GT workforce series of scanner) (scansnap also has a nice scanner). \$300.00

As far as the label maker. I would say you should get one, but not for scanning alpha cards. I use mine to mail absentee applications to our voters. I personally have the laberwriter 450 made by dymo. We use address labels DYMO 30252. \$100.00

This step by step is going to differ from what the state instructs us to do. Their step by step is fine and works, but this one I believe is a little more practical for those of us who are scanning in all of our alpha cards that we currently have. If you have any questions please contact me anytime.

## How to Setup you PC and Scan Alpha Cards

### Scanning Alpha Card (Current Alpha Cabinet)(New Card)

### Prepping the cards for upload:

Take a stack of cards out of cabinet (I usually take the first division "A-AL")

Separate these cards into stacks of 10 – 30 (no need to be precise)

Scan in each stack separately (make sure it is scanning front and back)

Once you have scanned in all separate stacks you will need to open the folder where you saved your alpha cards.

Double click on the first .pdf file that you created.

It should automatically open in adobe reader.

File Edit View Window Help

img20160624\_091... x

Home Tools

1 Are you a citizen of the United States of America? ☒ YES ☐ NO

2 Social Security Number: 330-08-1902 Male ☒ Male ☐ Female Date of Birth: 08/28/1985

Corwin Michael

Last Name First Name Full Middle or Maiden Name

3 220 Franklin Street South Hill

Residence (Permanent) Home Address Apt./Unit/Box/Rm. Ste. City/Town

If Rural Address or Homeless, please describe where you reside

E-mail address

Mailing Address (if different/Virginia PO Box or Uniformed Services Address, if applicable include Zip Code) City or State Name of Country

4 Have you ever been convicted of a felony? ☐ YES ☒ NO State where convicted

If YES, have your voting rights been restored? ☐ YES ☒ NO If YES, when restored?

5 Have you ever been judged mentally incapacitated? ☐ YES ☒ NO

If YES, has court restored you to capacity? ☐ YES ☒ NO If YES, when restored?

6 Registration Statement: I swear/affirm, under felony penalty for making willfully false material statements, that the information provided on this form is true. I authorize the cancellation (entered in Box 7 below) of my registration if I read the Privacy Act Notice on the front of this form.

Signature or Mark (Printable in gray)

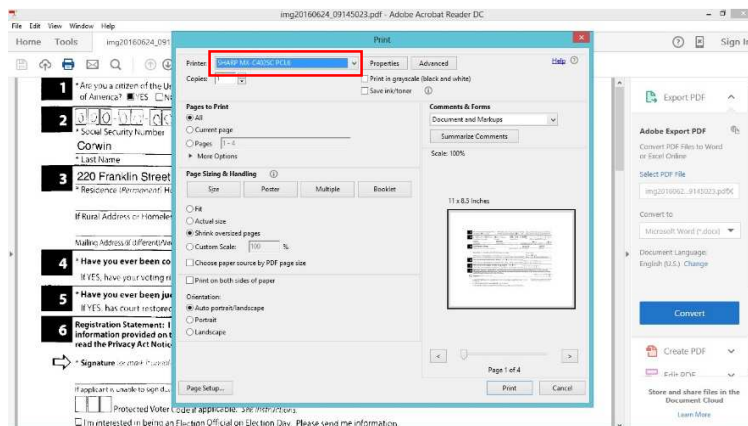
If applicant is unable to sign due to a physical disability, write the name, address of person who assisted. (Required)

Protected Voter Code (if applicable). See instructions.

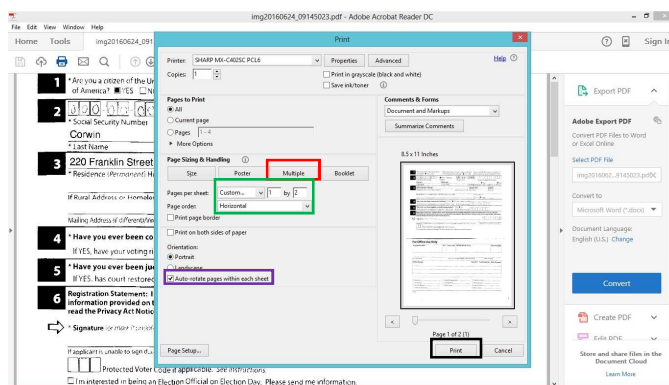
I'm interested in being an Election Official on Election Day. Please send me information.

Click the print icon

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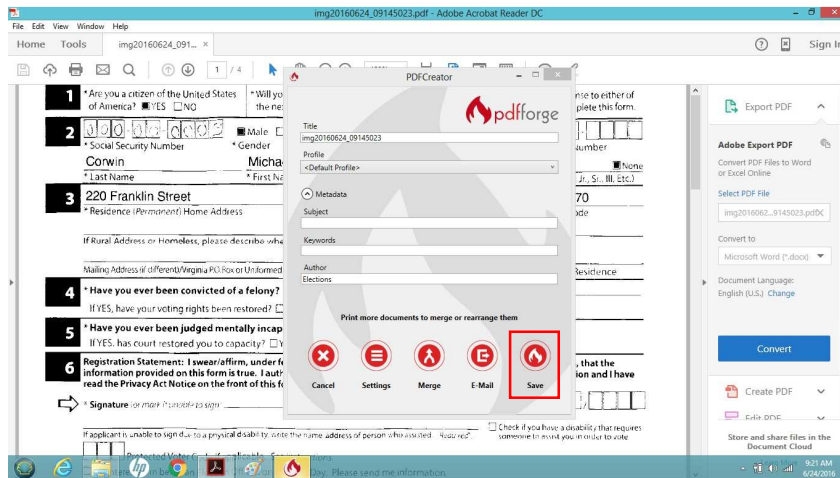


The print window will open  
Select the pdfcreator as your printer

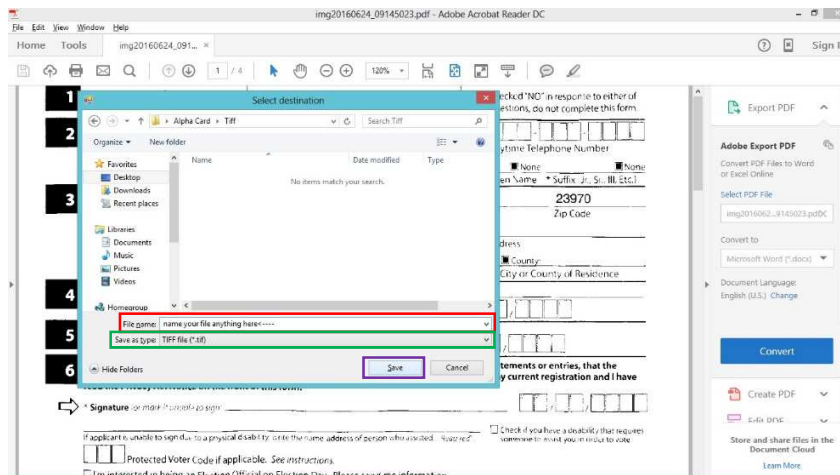


Under "page size and handling" click multiple  
Pages per sheet should be set to custom 1 by 2  
Select auto rotate pages within each sheet  
Click "Print"

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Click Save when the next window opens. (you do not need to change any settings here)  
When the next window opens"



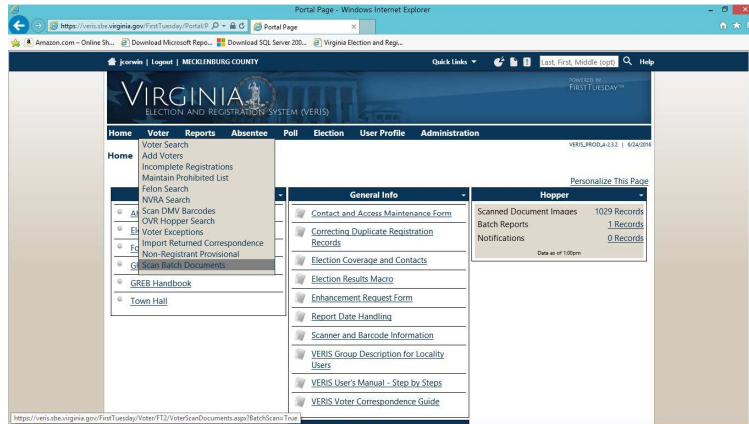
Select where you want to save the file  
Select the file name  
And change the file type to TIFF (\*.tif)  
Click the save button

\*Do this for each .pdf file that you created by scanning your alpha cards

\*The above steps take alpha cards where you scanned front and back and place them on one sheet. This will save you from having to do extra work.

# How to Setup you PC and Scan Alpha Cards

## Uploading the Cards: Login to VERIS

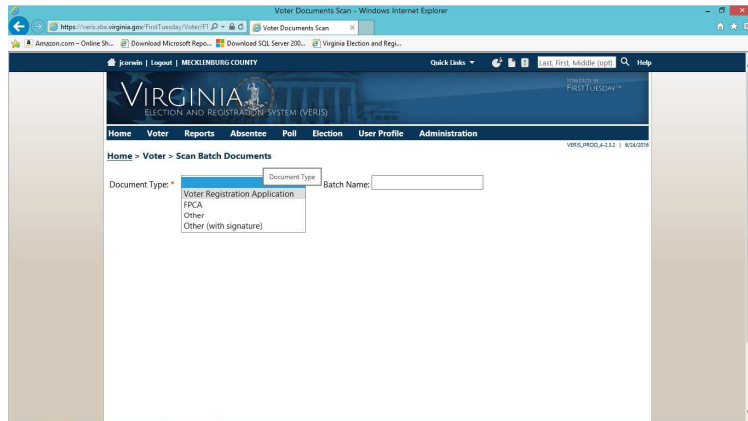


Click Voter, then select Scan Batch Documents

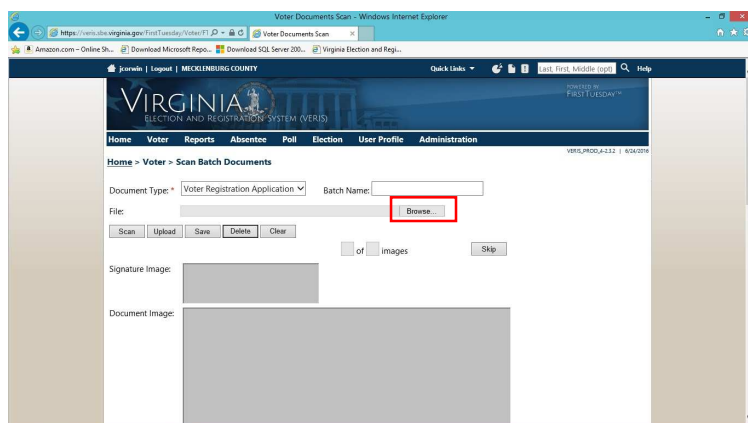


Click the down arrow next to “Document Type”

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For these purposes select “Voter Registration Card”



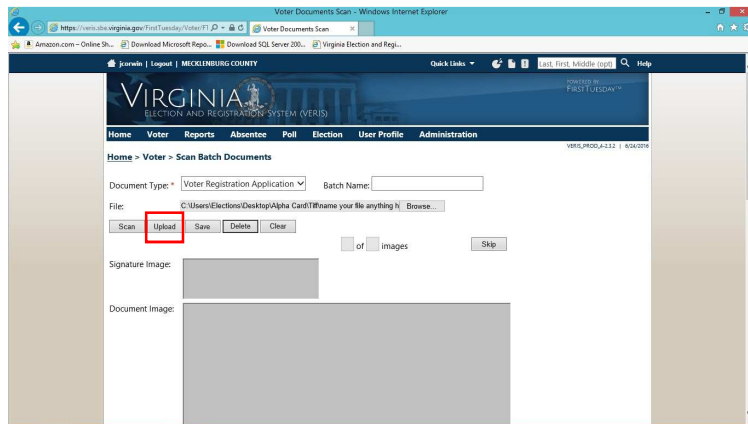
Click the “Browse” Button

Navigate to the file location where you saved the .tif file

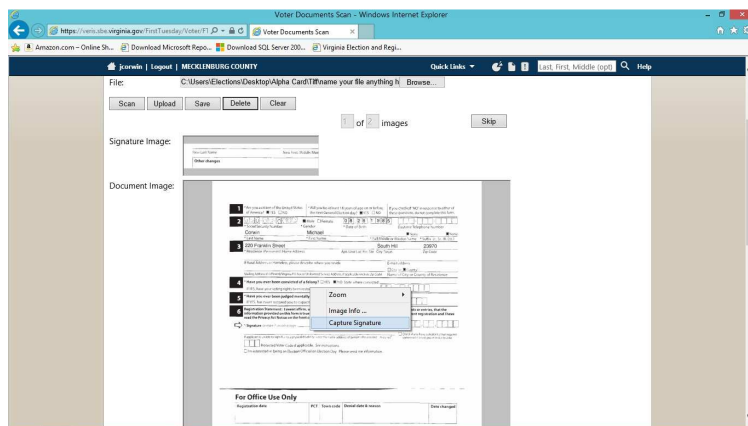
Select the first .tif file that you created, and double click



# How to Setup you PC and Scan Alpha Cards



Click upload and your first card, in the first stack should appear



Draw a box around the signature.

If it does not highlight the signature:

Right click on the signature

Click capture signature

Once the signature is captured

Click the Save button

It will automatically advance to the next card

Once all cards in the file have been loaded you will need to click browse again and double click the second file that you created, and follow the above steps again.

# How to Setup you PC and Scan Alpha Cards

## Helpful Hints

- If after you click save the screen where your voter card should appear is gray you need to restart explorer.
- For that matter if anything funky happens just restart explorer.
- When (notice I said when) explorer messes up pay attention to the number alpha card you are at (ie 19 of 30). That way you are able to restart, load the same file, and skip ahead to where you left off. Otherwise you are creating duplicates.
- If after you finish your last card save in a file. A popup will appear, you have to click ok before you click browse again or explorer will freeze, and you will have to press ctrl, alt, delete and force close explorer.